



**New Bedford Public Schools**  
**Student Absence Notification Template**

Parents: This is a helpful template that you may use anytime you need to submit a note regarding your child's absence. Please refer to pages 5-6 of the NBPS Attendance Protocol for a list of excused absences.

\_\_\_\_\_ (Street)  
\_\_\_\_\_ (City, Zip Code)  
\_\_\_\_\_ (Home Telephone)  
\_\_\_\_\_ (Date)

Dear Principal \_\_\_\_\_,

The purpose of this letter is to request that you excuse the absence of my child,  
\_\_\_\_\_ (Name of Student), on \_\_\_\_\_ (Date(s) of Absence)

My child was absent from school for the following reason:

- An illness or injury
- A death in the immediate family
- Significant personal or family crisis
- Court appearance
- Medical or psychological test
- Religious holy day
- Visits to special education school
- Other: \_\_\_\_\_

Please provide a brief explanation: (Additionally please attach any medical or other necessary documentation).

---

---

---

I understand that he/she must make up any class work and homework missed as a result of this absence.

If you have any questions, I can be reached either at work \_\_\_\_\_ (Telephone Number)  
or at home \_\_\_\_\_ (Telephone Number)

Sincerely, \_\_\_\_\_ (Signature of Parent/Guardian)